
2.0

Document Basics

In order to accomplish an electronic filing, an ECF user will often be required to attach an image of the document being transmitted. This pleading must be in a Portable Document Format or PDF using Adobe Acrobat software. This section of the manual is designed to familiarize the ECF user with the procedures for preparing, converting and attaching PDF documents to the ECF system.

This chapter will cover:

- Creating a PDF Document
- More About Adobe Acrobat
- Combining Different PDF Documents Together
- Attaching a PDF Document in ECF
- Adding More Attachments.

2.1 Creating a PDF Document

Hint: If you are creating a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section 10.5: **Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document, (Received Electronically), before converting to PDF, to indicate what parties received the document electronically.

Legal documents may contain web references and footnotes, which could cause an error when converting the document to PDF. The message reads; **“Error: Document contains external web references”**. Information is provided in section 2.2 about the error.

Do not use the PDF Creator that is a part of the Corel Suite.

Remember to include the /s/ and date information when creating a document from a word processor.

The creation of a PDF document basically consists of “printing” to the Adobe Acrobat application instead of a printer. Below are the steps to convert a document from a word processing program

STEP 1 Create the “Base” document. This can be done in any word processing program, such as Microsoft Word or Corel WordPerfect.

We suggest you set the default font to Courier (NOT Courier New or Times New Roman or any other TrueType font). Tests have shown that using TrueType fonts drastically increases the size of the document and some *illegal* fonts create noticing issues. Set the default font by going to "File --> Document --> Default Font."

Before printing, perform a "File --> Save As" and save the document as a normal WordPerfect document. This cleans the document and gets rid of any embedded code that might be lingering due to editing, but that is not visible in the actual document.

STEP 2 Print the document. After you have created your document, click on the application’s print icon or go to File > Print. In MS Word, the Printer windows appears. WordPerfect’s print window is about the same. Here you will change your printer driver using the drop-down menu box (see figure 1). The Adobe PDFWriter is highlighted. After highlighting your selection, click on the [OK] button. You will then get a *Save PDF File As* window.

STEP 3 Give your PDF file a name and click on the [Save] button. Your PDF document should now be saved to your specified location.

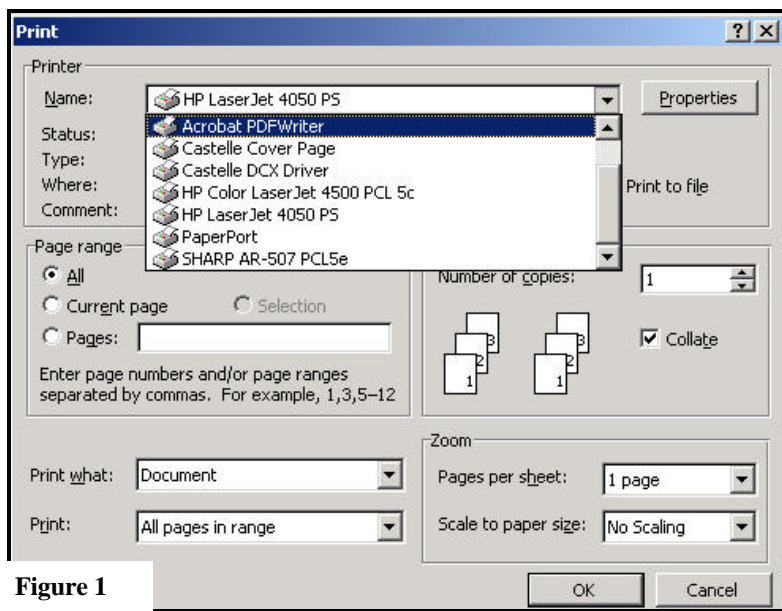


Figure 1

Recent problems regarding the noticing of forms have arisen when some fonts were used in the preparation of documents. You should prepare your documents using common fonts such as Courier.

WordPerfect 9.x and later allows you to create a PDF document from WordPerfect.

- STEP 4 You create your document by clicking on File > Publish to PDF.
- STEP 5 Give your file a path and a name, or click on the small folder icon to the right of the path field. Browse to find your file, and then click on [Select].

You will get a Publish to PDF window.

Creating a PDF from a Scanned Document

Creating a PDF document from a scanned image is very similar, in that you will print the document to Acrobat.

Scanned documents converted to PDF can sometimes create larger file sizes than that of a document created in a word processing program, converted to PDF. **ECF allows a document size of 2MB** per attached image, which is roughly 50 pages of a document created from a word processing

application. So if you use an optical scanner to create your PDF document, the number of pages may be decreased. The scanning guidelines below are intended to aid users in the preparation of PDF documents using a scanning device.

Scanning Guidelines

Quality and File Size

The quality of a document when scanned is determined by the level of detail recorded by the scanner. The detail is referred to as resolution, which is measured by dots per inch or “dpi.” A document scanned with a higher dpi will have a larger file size and will take longer to scan than a document with a lower dpi.

A document which is scanned at a higher dpi will require a longer downloading period when filing it with the ECF system. Additionally, retrieval of the filed document will be slower for PACER and CM/ECF users.

The court recommends documents are **scanned between 200-300 dpi** in order to minimize file size as well as efficiently upload and retrieve CM/ECF documents filed with the Court. The software used for scanning documents should be properly configured to this setting when possible.

ECF users should be diligent while scanning to make sure the image is clear and readable before filing it in the ECF system. Documents which are noticeably skewed or unreadable, will be marked as a possible error on the docket sheet.

If users plan to scan exhibits which have been previously copied, the copies should be as “clean” as possible. Copies which contain dark areas and any copy distortion will inflate a file size. Make sure the copies are clear as possible before scanning.

Mode

The mode of scanning can also impact file size. Mode of scanning can include “photograph”, “grayscale” or “black and white.” ECF users should almost **always use the “black and white” mode** when scanning documents to file with the court.

Limits on Size

The maximum size of a PDF file which can be filed with the ECF system is 2 Megabytes (MB). If a user attempts to file a document or attachment larger than 2MB, a warning will be displayed which forces the user to stop the filing. If a document is too large for filing, a user must separate the document into smaller parts using the Adobe Acrobat software.

2.3

More About Adobe Acrobat

Adobe Acrobat is an application that creates a file known as a Portable Document Format. This file is the electronic copy of the original document that you created. As discussed in Section 2.1, your scanner and Adobe settings can have an effect on the size of your file and subsequently, the number of pages and time it takes to download. This section will provide additional information about Adobe Acrobat.

With Adobe 6.0 now on available, there have been questions about compatibility. Preliminary tests have shown that the new version will work with ECF.

You may also refer to the materials provided with your software or the Adobe website at www.adobe.com for instructions on the use of different features in Adobe such as the Comments Side Bar, Notes and Highlight tools.

Resolution Settings

We recommend 300 x 300 dpi resolution. A higher resolution appears to dramatically increase the file size. Because Adobe Acrobat is often used for publishing, some of the standard settings have a 1200x1200 resolution.

When you print the document from your word processing program to Adobe Acrobat, click on the "Details" tab in the "Print" window that will appear, change the Resolution to 200x200 or 300x300, then uncheck the following check boxes, "Print in color" and "Print text only."

In Adobe Acrobat 6:

1. Go into Advanced —> Acrobat Distiller
2. From Acrobat Distiller, set the following:
—Default Settings: Smallest File Size

Compatibility with Older Versions of Adobe

Changing the compatibility to Acrobat versions 4.0, 5.0, or 6.0 had no effect on the size of the saved file. In order to ensure the document is viewable in Acrobat 4.0, set the compatibility to Acrobat 4.0 (PDF 1.3). To change the compatibility, set the following from Acrobat Distiller: Settings --> Edit Adobe PDF Settings --> General --> Compatibility --> Acrobat 4.0 (PDF 1.3).

***Note:** This hint does not apply to WordPerfect 10 users who do not have the "Details" tab. Don't worry, initial tests have shown that WordPerfect 10 creates MUCH smaller PDF files than WordPerfect 9.*

Instructions for changing setting may differ, depending on the version you are using.

Web Reference Error

Legal documents may contain web references and footnotes, which could cause an error when converting the document to PDF. If you have embedded links within your PDF document, the message reads; **“Error: Document contains external web references”**.

Your document may contain external cross references such as web links or files. Footnotes in Word Documents can also be seen as “embedded web references”. This has been noted with Acrobat 5.0 and Microsoft Office 2000 using the “Convert to Adobe PDF” button on the Word toolbar to create the document.

In Acrobat 5.0, try the option

Tools —>PDF Consultant—>Detect and Remove to analyze your document for external references.

You may want to check the original document for footnotes or endnotes through View—>Footnotes.

When the PDF document is created there is an option for Word Features to preserve Footnote & Endnote Links. Deselect this option. The Footnotes will no longer be preserved as links and the PDF document should upload successfully.

For Acrobat 6.0 users, the instructions on the opposite page were taken directly from the Adobe web site.





Editing links

You can edit a link at any time. You can change its appearance, hotspot area, or associated link action; delete or resize the link rectangle; or change the destination of the link. Changing the properties of an existing link affects only the currently selected link.





You can change the properties of several links at once if you select the links using the Link tool or the Select Object tool.

To move or resize a link rectangle:

1. Select the Link tool  or the Select Object tool , and then move the pointer over the link rectangle. The cross hair changes to an arrow when the cursor is over a corner. If the cursor is not directly over a corner of the link rectangle, the cursor is a standard pointer.
2. Do one of the following:
 - To move the link rectangle, position the arrow anywhere in the rectangle, and drag it to the new location.
 - To resize the link rectangle, drag any corner point until the rectangle is the size you want.

To change the properties of a link:

1. Select the Link tool  or the Select Object tool , and double-click inside the link rectangle to open the Link Properties dialog box.
2. Change the appearance of the link or edit the actions triggered by the link, and click OK. (See [Creating links](#).)

Note: If the Locked option is selected in the Link Properties dialog box, you need to deselect it before you can edit the link properties.

To delete a link:

1. Select the Link tool  or the Select Object tool , and select the link rectangle you want to delete.
 2. Do one of the following:
 - Choose Edit > Delete.
 - Press the Delete key.
 - Choose Edit > Delete in the context menu.
-

Viewing PDF Documents in Microsoft IE 6.0 or XP Operating Systems

A filer may experience viewing problems is using Microsoft IE 6.0 and Microsoft XP operating systems.

To view the PDF documents using the above software you must change the settings in Adobe Acrobat software (Reader or Writer).

From the Adobe menu bar select *Edit*,

Then select *Preferences*

Then *General*

The “preferences” window will open (see figure 1). Select “Options” from the list. Under the “Web Browser options,” uncheck the boxes: “Display PDF in Browser” and “Allow Fast Web View” and click ok to accept the changes.

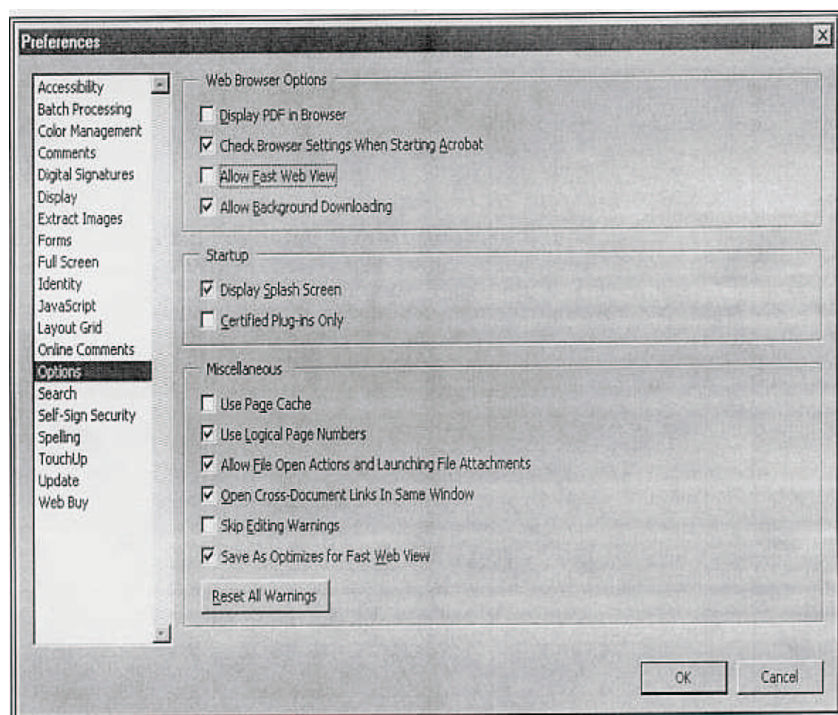


Figure 1

2.3

Combining PDF Documents

Currently, the system requires documents larger than 2MB (roughly 50 pages) to be broken up into segments.

Do not combine events that are required to appear separately on the docket sheet. For example, you would not combine a Notice of Hearing to a motion. But certificates of service are sometimes combined with motions and notices. Also, Statements and Schedules are filed as one document but cannot be combined with a 13 Plan.

More examples:

Notice of Intent can be combined with Statements and Schedules. Motions and exhibits can be combined, if document is under 50 pages or 2MB.

Occasionally you will have separate document files in your database that will need to be included in one event filing. Possibly an exhibit or supplemental documentation. The file may also be too large to file as one document or the client may have emailed the document and you saved it in a separate database folder. In these situations, the court would rather the filer combine these documents into one PDF file before attaching it to your filing. There are a couple of ways you can accomplish this.

This section will cover the suggested method for combining these documents together. Section [2.4: Attaching Additional Documentation](#) will demonstrate the other method. In an effort to streamline courtroom proceedings, it is highly recommended that, whenever possible, ECF filers combine PDF documents together and minimize the use of the [Attachments to Documents](#) option that is discussed in section 2.4 of this manual.

STEP 1 First your scanned or word processing documents are converted and saved as PDF files, using the procedures outlined in the previous section 2.1

STEP 2 The filer then opens the first document in the Adobe Acrobat application and select the Document menu option at the top of the application window (see figure 2, saved as Document 1.PDF).

From the [Document](#) drop-down menu, select [Insert Pages](#).

Document Option is
here in Adobe.

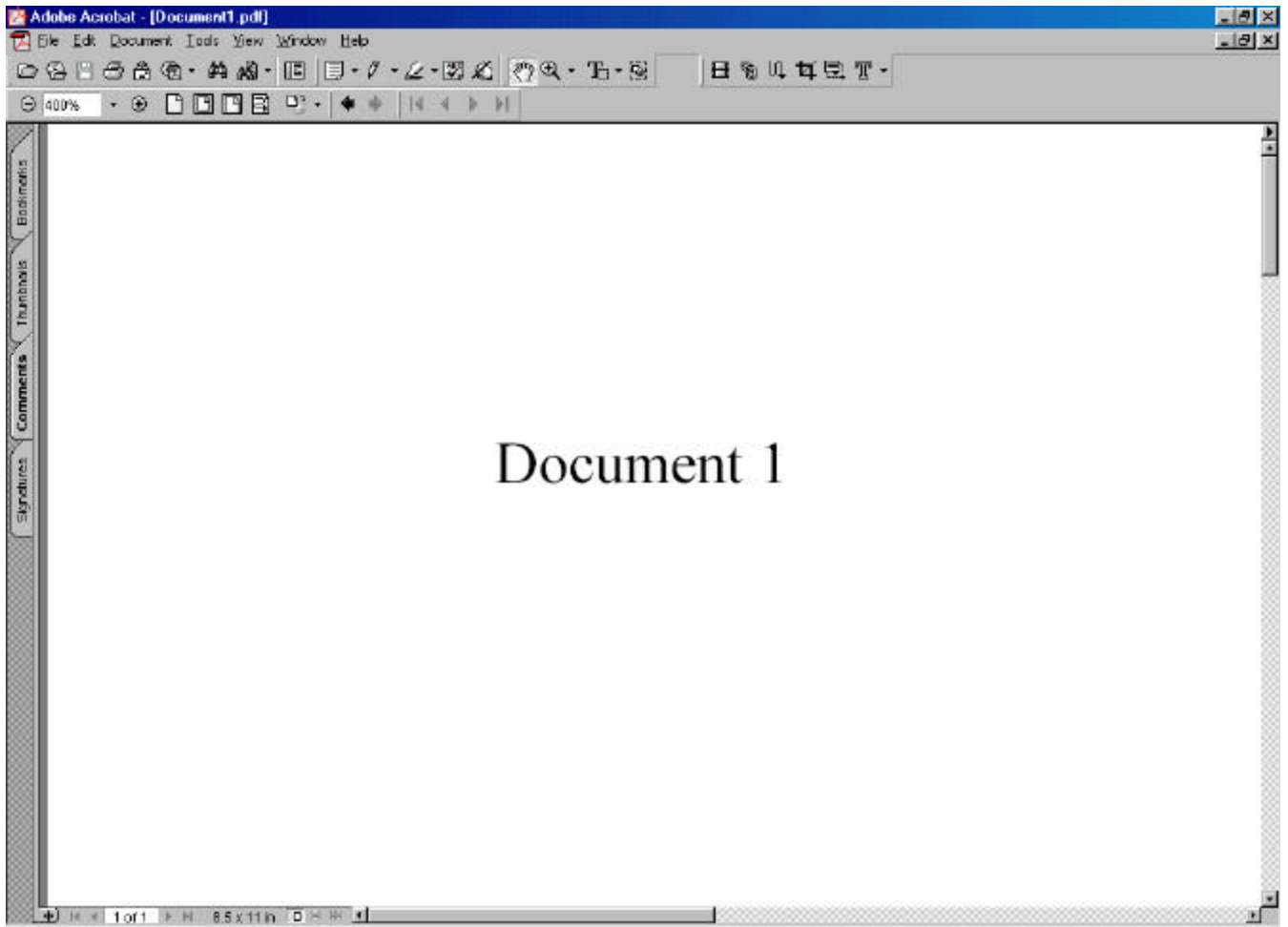


Figure 2

- STEP 3** You will then be prompted to select the PDF file that you would like to combine with Document 1. Figure 3 shows Document2. PDF as the selected document to be combined with Document1. Click on the [Select] button.

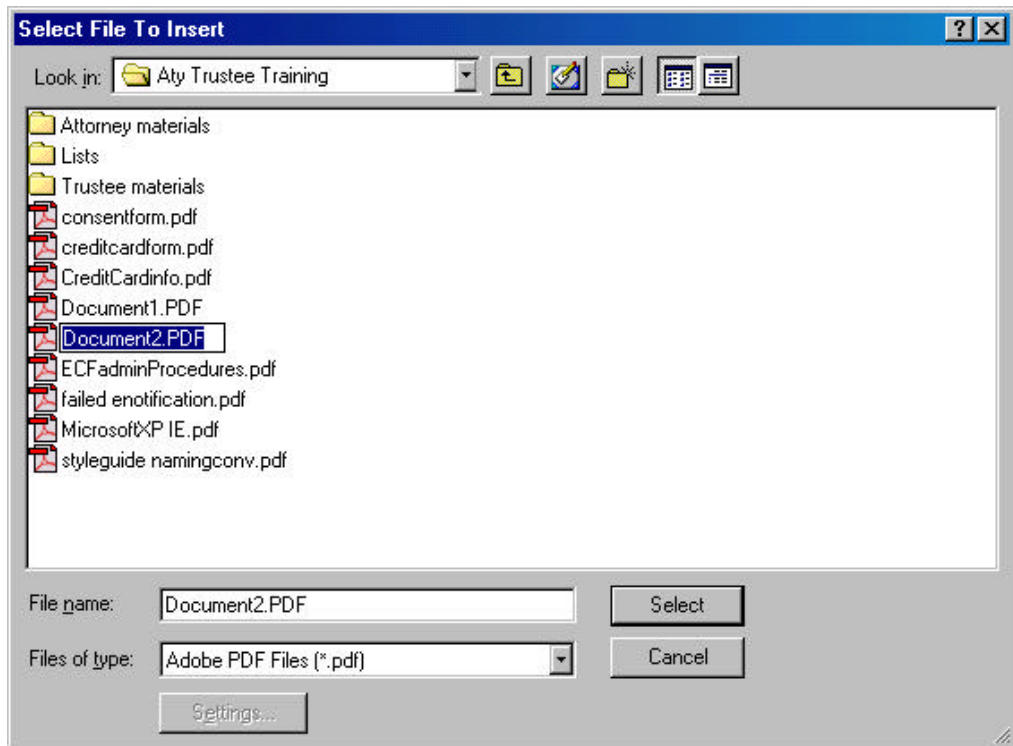


Figure 3

- STEP 4** The window in Figure 4 will ask where you would like the inserted document to appear. If you are combining exhibits to a motion, you would probably want to select *After Last Page*.

Click [OK]

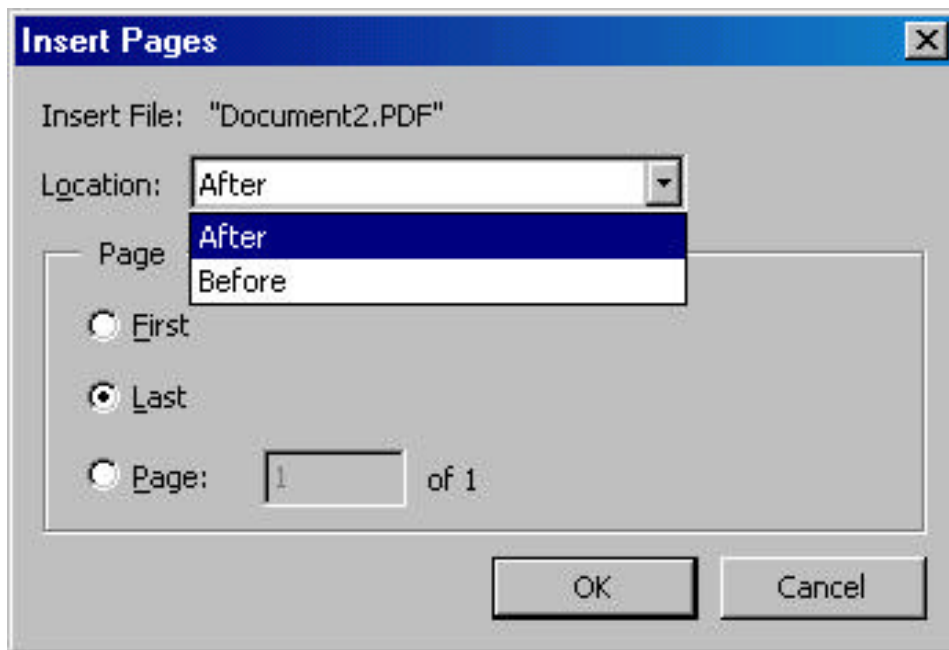


Figure 4

The documents are then combined into one file and are ready to be included in your docket entry at the [Browse] screen in ECF.

Remember: Always verify all documents before attaching them to your entry.

2.4

Attaching a PDF Document

CM/ECF requires a PDF document to support the electronic filing that you are performing.

This section will cover how to attach your PDF document to a ECF filing.

STEP 1 When you need to attach a PDF document to your filing, a screen similar to the one shown in Figure 1 will appear.

The PDF Association/Attachment screen may contain other items, such as the Fee field shown in Figure 5.

STEP 2 You may enter the file path (C:\My Documents\Training\Document.pdf) if you know it. But it is preferred that you use the [Browse] button so that you are able to verify the document before submitting it to the court.

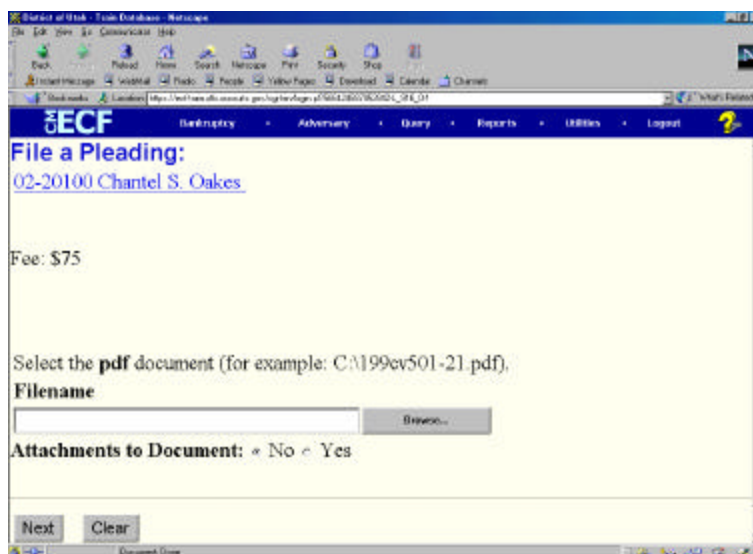


Figure 5

You will see the **Choose file** window. If you are using Netscape 4.x, you will need to click on the **Files of type** drop-down menu and then select All Files (*.*) (see figure 6).

Navigate to your file location by using the drop-down menu in the **Look in** field.

STEP 3

Once you have found your desired PDF document, it is a good practice to click on it once to highlight the file, then right-click. Select Open from the pop-up menu (see figure 7). This will launch Adobe Acrobat and allow you to review the document that you are attaching to be sure that it is the one you want attached to the filing.

After you have verified the document, you can close, or minimize Adobe Acrobat, and then click on the [Open] button.

STEP 4

Once you have attached your PDF document, you can then click on the [Next] button to proceed with your filing.

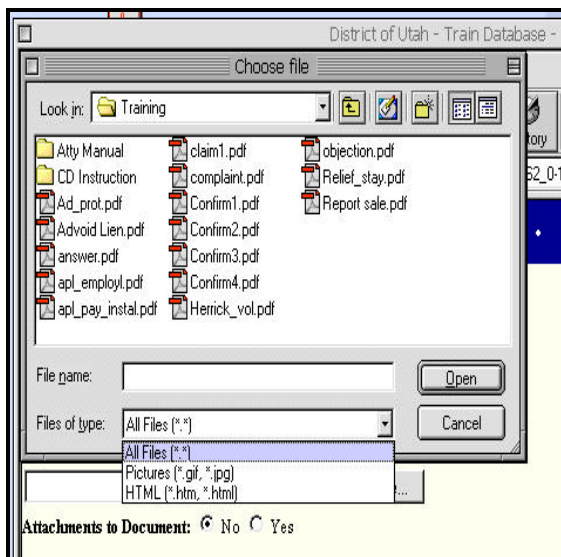


Figure 6

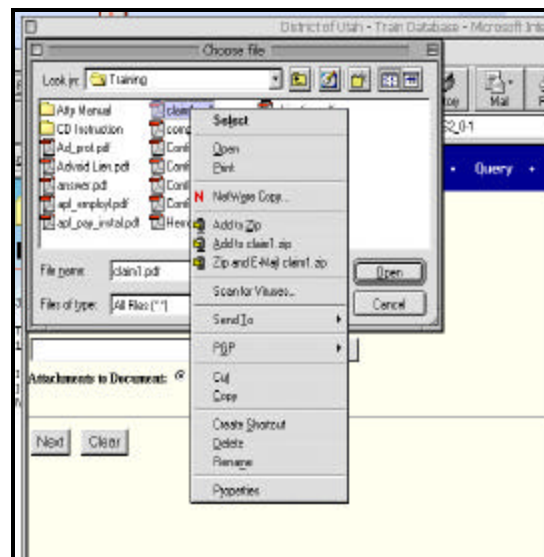


Figure 7

2.5

Adding More Attachments

ECF users are encouraged to combine PDF documents into one pleading, whenever possible. Instructions on how to compile PDF documents can be found in [Section 2.3: Combining PDF Documents](#).

If the PDF document you are filing has exhibits or additional documentation, you may identify these support documents as attachments. Additionally, if the pleading you are filing exceeds 2MB (roughly fifty pages) in length you will be required to break this document up into segments. You may combine documents as demonstrated in section 2.2 of this manual or by selecting the Yes radio button next to Attachments to Document below the Filename field shown in Figure 5 in previous section. The screen in Figure 8 will appear.

The screenshot shows a web browser window titled "District of Utah - ECF Training Database - Netscape". The address bar shows a URL starting with "http://ecf-train.utah.us". The page has a blue header with the ECF logo and navigation links: "Rankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main content area is yellow and contains three numbered instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) Select a document type and/or enter a description.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Form fields include:

- Filename:** A text box containing "H:\Training docs\Document1.pdf" and a "Browse..." button.
- Type:** A dropdown menu with "Exhibit" selected.
- Description:** A text box containing "Trust Deed".
- Attachments List:** A list box containing "H:\Training docs\attachmentdoc4.pdf".
- Buttons:** "Add to List", "Remove from List", and "Next".

Figure 8

- STEP 1 Each attachment will be added separately using the browse procedures outlined in the previous section **2.2: Attaching a PDF Document**.
- STEP 2 You may further identify the attachment, in step 2, by selecting a document type or typing in a description or both.
- STEP 3 You are required to add the document on the list of attachments for the pleading you are filing by clicking on the [Add to List] button. Repeat steps 1-3 if you have additional attachments.

You must use one or both the type and/or description fields before adding to the list.

Once you have included all support documentation click on the [Next] button to continue.

The attachments are identified separately and will display the description of the document in the final text as shown in Figure 9.

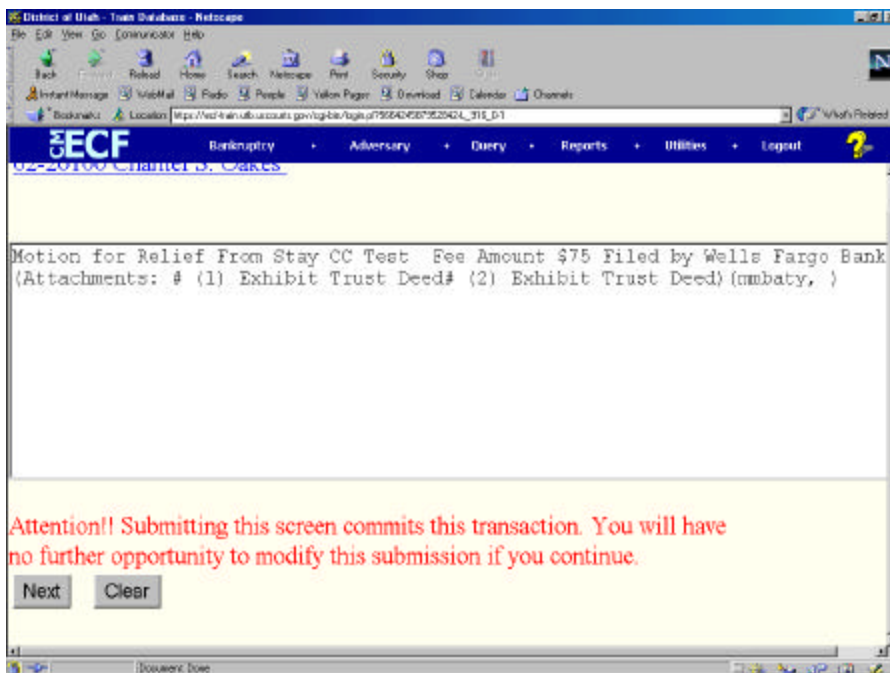


Figure 9

NOTES